159

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OP/BSD

1. TITLE OF REPORT (If a fill-in report include Form No.) CFC Status Report for Office Chairmen		2. TYPE OF REPORT	X	STATISTICAL
				NARRATIVE
				MACHINE-NAME LISTING

3. FUNCTIONAL AREA	X	PERSONNEL		TRAINING	ADMIN. GENERAL
		LOGISTICS		SECURITY	OTHER (specify)
		MEDICAL		FINANCE	All Directorates

4. NO. OF COPIES PREPARED 8	5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly during five-week period	6. DISTRIBUTION (No. of components not number of copies) 5

7. FORMAT (memorandum, form computer print-out, etc) Memorandum	8. ADP PROCESSING		IF YES GIVE ADP PROCESSING NO.	9. DIRECTIVE AUTHORITY REQUIRING REPORT *OFFICE* ~~CFC~~ Chairman, ~~Secretary Volpe~~
		YES		
	X	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report) Fund Drive Coordinator	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None

12. COST FACTORS
A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-04 GS-09	Average $4.25		20		$85.00		5		$425.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$425.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

CFC (formerly UGF) established requirement - date unknown.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X	RETAIN AS IS		OTHER (explain)	ESTIMATED SAVINGS	
	CHANGE			MAN-HOURS	DOLLARS
	DISCONTINUE				

16. DATE OF INVENTORY
8 October 1970

FORM 142
9-70